

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION ☐ UNCLASSIFIED

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No.	10. Budget Program Number		Agency Number
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) GOALS Career Navigator			
3. Division Family Services and Faith-based Initiatives		12. Proposed Class Title			
4. Section Economic and Employment Services	For Use By Personnel Office	13. Allocation		Position Number	
5. Unit Employment Services		14. Effective Date			
6. Location (address where employee works)		15. By	Approved		
City County	16. Audit Date: By: Date: By:				
7. (circle appropriate time) Full time xx Perm. Inter. Part time Temp. 3 Years %	17. Audit Date: By: Date: By:				
8. Regular hours of work: (circle appropriate time) FROM: 8A AM To: 5P PM					

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

Not Applicable

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name

Title

Position Number

Who evaluates the work of an incumbent in this position?

Name

Title

Position Number

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Employee will be expected to perform duties using independent judgement within project and agency policies and procedures. Manuals, training, individual and group conferences, goals and objectives are provided to assist the employee in performing assigned tasks. Cases and tasks are assigned by the supervisor with general directions.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

1. 50%	E	Essential Task: The Career Navigator will carry a case load and be part of a unit providing employment services case management for Food Assistance Employment and Training (E&T) clients. This position entails but is not limited to: meeting with the client as often as necessary, conducting assessments to determine the client's skill level, education, and training needs, addressing client barriers to employment, developing an employment plan, referring clients to appropriate trainings, employers or community services, providing support payments for the clients, and doing follow up retention services for no less than 90 days once the clients' food assistance case is closed. Duties will also encompass networking with community resources and local employers. The Career Navigator will help plan and attend local job fairs and hiring events.
2. 30%	E	Essential Task: The Career Navigator will complete all system entry in a timely and accurate manner. She/He will be responsible to keep accurate and appropriate case management log notes electronically. She/He will procure all the proper documentation needed for referrals or support services, and record required data for the grant reporting purposes.
3. 20%	E	Essential Task: Attends all assigned agency training, development and implementation sessions, conferences, staff meetings and other related training, conferences, workshops as required.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 () Plans, staffs, evaluates, and directs work of employees of a work unit.
 () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number

23. Which statement best describes the results of error in action or decision of this employee?

Please give examples. Which statement best describes the results of error in action or decision of this employee?

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- (x) Minimal property damage, minor injury, minor disruption of the flow of work.
 - () Moderate loss of time, injury, damage or adverse impact on health and welfare of others.
 - () Major program failure, major property loss, or serious injury or incapacitation.
 - () Loss of life, disruption of operations of a major agency.

Please give examples.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Frequent contact will be made with the Food Assistance population for the purpose of performing intensive case management and providing E&T services. There will be continual contact with other Case Managers and DCF Administrative Employment Service staff as an E&T unit. Regular contact with community employers and providers will be needed to develop and maintain working and professional relationships. On occasion electronic and direct contact with Administrative Employment Services office staff will be made for review and quality control purposes.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Long periods of time may be spent on the computer. On rare occasions there may be physical harm threatened by angry clients when dealing with barriers to employment. There may be extensive travel in some areas.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Computers, telephones, cell phones, copiers, fax machines, and calculators. In areas where travel is required between offices, there will be use of vehicles (private or rental)

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Six months of experience in planning, implementing and monitoring activities relevant to the agency's program.
Education may be substituted for experience as determined relevant by the agency.

Education –

At least a high school diploma and preferably some secondary education in human services.

Education or Training - special or professional

Work or volunteer experience with community organizations dealing with the unemployed or underemployed
Work experience in employment placement services

Licenses, certificates and registrations

At least a Silver Kansas Work Ready Certificate.
Must maintain a valid Kansas Driver's License.

Special knowledge, skills and abilities

Must have the ability to work well with clients and coworkers.
Must be able to take directions and work independently. Must be reliable and on time.

Experience - length in years and kind
A bachelor's degree in any course of study will be accepted in lieu of experience.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the Education and experience statement, on the class specification.

A special requirement must be listed here, in order to obtain Selective certification.

Must maintain security clearance throughout employment.

Signature of Employee Date

Signature of Personnel Official Date

Approved:

Signature of Supervisor Date

Signature of Agency Head or
Appointing Authority Date